



# EMBASSY OF THE UNITED STATES OF AMERICA COLOMBO, SRI LANKA

## **INSTRUCTIONS FOR DIVERSITY VISA APPLICANTS**

Following documents are required for your Diversity Visa interview.

**Please be present only 15 minutes before your interview time**

1. Fill in the DS-260 form online. <https://ceac.state.gov/ceac/> and bring the confirmation receipt page
2. Passport Valid for six months or more from date of travel to the U.S.
3. Two 2" x 2" front view, light background and color photograph without covering any part of the face

#### **4. Civil Documents**

- Original Birth Certificate, Translations & one set of Photocopies
- Original Marriage certificates, Translations & one set of Photocopies
- (If applicable) Original Divorce Certificate-Decree Absolute, Translations & Photocopies
- (If applicable) Original Death Certificate of Spouse Translations & one set of Photocopies

5. **Completed Medical Examination Forms** – These are provided by the panel physician after you have completed your medical examination and vaccinations. Please contact one of the following physician and obtain the medical reports before your interview

#### **Panel Physicians:**

Dr. Geetha P. Liyanage / Dr. Nimal Herat-Gunaratne  
Asiri Surgical Hospital Ltd.  
21, Kirimandala Mawatha  
Colombo 05

Telephone No: 011-45214400, 011-45412818, 011-45412819

Email: [geethaliyanage@hotmail.com](mailto:geethaliyanage@hotmail.com)

Email: [nimalg2001@yahoo.com](mailto:nimalg2001@yahoo.com)

Dr. Nimal Herat-Gunaratne  
Asiri Diagnosis Service, 175 Peradeniya Road, Kandy  
Telephone: 081-738-9020  
Email: [kandylab@asiri.lk](mailto:kandylab@asiri.lk)

6. **Fee** - \$325- or Sri Lankan Rs. 48,750/-. Please bring a bank draft addressed to "US EMBASSY, COLOMBO". Write your full name and the passport number behind the bank draft. Or you may bring cash to pay the visa fee. (Please bring exact change)
7. **Police and other Clearance Certificates** – Applicants aged 16 years and older must present police clearance certificates from the Police Head Quarters in Colombo, Sri Lanka.

Submit your application for Police clearance certificate at the Police headquarters –  
31, Olcott Mawatha, Pettah, Colombo 12 (Police Welfare Building at the Police headquarters) with the following documents:

- Photocopy of National ID card.
  - Women, who use their husband's family name, must submit a copy of the marriage certificate and an affidavit stating the maiden name and the name after the marriage.
- Photocopy of Birth Certificate.
- Photocopy of passport.
- A fee of Sri Lankan Rupees 500/-

Embassy requires a Police clearance report that covers from the age of 16. While filling the application, you may request for a clearance "from birth". The clearance certificate will be mailed to your address by registered post in approximately 3-4 weeks. Download the application form for the police clearance certificate. (<http://www.police.lk/divisions/clearance.asp>). Application forms are available at the police headquarters.

- **Other Country Police Clearance certificates** – Applicants aged 16 years and older must also present police clearance certificates from other countries where they have lived for more than year after reaching the age of 16. State Department’s website on country specific information on police clearances. <https://travel.state.gov/content/visas/en/fees/reciprocity-by-country.html>
- **Court and Prison Records** – Applicants who have been arrested, charged or convicted of a crime must present copies or transcripts of court and /or prison records relating to the crime or offense.
- **Military records** – Applicants who have served in the military or police should present should present records of their military service records.

## **Required Documents ONLY for the Diversity Visa Winner**

1. Apply for your G.C.E A/L certificate from the Examination Department at Pelawatte, Battaramulla. Every applicant at the Examination department is given a card to collect the results sheet. **Please do not collect your results sheet.** You may select one of the options mentioned below to deliver the A/L collection card to the Embassy.

**Option 1:** Put the collection card in a sealed envelope. Write your case number on the envelope and address it to the “Diversity Visa Section, A/L Collection card”. You may drop off this envelope on any day from Monday – Thursday between 10:00 am – 4:00 pm with the security guard at the US Embassy reception.

**Option 2:** You may courier the A/L collection card. Put the A/L collection card on a sealed envelope and write your case number on the envelope. Address: “Diversity Visa Section – A/L Collection card, 210, Galle Road, Colombo 03.

2. Other Educational Certificates & Photocopy. Please bring the A/L certificate issued from the school.
3. Letter from the Employer (Only for the applicants who do not have A/Ls and apply with their employment qualification).
4. **Affidavit of Support (Form I-134)** from the U.S. sponsor. You must provide one of the following documents to accompany the Affidavit of Support.
  - Internal Revenue Service (IRS) transcripts for the most recent tax year /
  - Federal Individual Income Tax returns with a copy of each and every Form W-2 and Form 1099 that relates to the petitioner’s / U.S. sponsor’s returns.
  - **Obtaining Tax Transcripts** You may use IRS Form 4506-T to request tax transcripts from the IRS. <https://www.irs.gov/individuals/get-transcript>

Sri Lankan names are often much longer than Western names. It is extremely important that all names on your birth certificate, petition and passport are in the same order and spelled the same. If there is a discrepancy, it must be rectified prior to your interview date.

In the case of minor children (below 18 years of age at the time of interview) of divorced parents, it is necessary that either the non-immigrating parent present himself/herself to grant his/her consent by signing an affidavit in the presence of the interviewing officer or that the immigrating parent present a court document granting the one parent sole custody & the withdrawal of visitations rights of the other parent.